

**Headquarters
Virginia Defense Force
5001 Waller Road
Richmond, VA, 23230-2915
1 August 2022**

VDF Regulation 600-10

Administrative and Personnel (A & P) Procedures in the Virginia Defense Force

Summary. This regulation prescribes, using a modular approach, the policies, procedures, and programs for Virginia Defense Force (VDF) personnel and administrative matters.

Applicability. This regulation applies to personnel and administration management for the VDF Force Headquarters (FORHQ), Major Subordinate Commands (MSCs), and individually to all VDF members.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Attention: G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

Proponent and exception authority. The proponent is the Assistant Chief of Staff, Personnel and Administration, G1. The exception authority is the VDF Commanding General (CG). Any revisions or exceptions to this regulation are prohibited without the CG's prior written approval.

Distribution and Accessibility. Distribution is intended for all VDF units down to the company level. This Directive has been assessed For Controlled Unclassified Information (CUI), and not found to contain CUI information.

JUSTIN P. CARLITTI
Brigadier General
Commanding General

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Chapter 1

General Provisions

1-1. Purpose and Authority

This VDF Regulation (VDFR) 600-10 prescribes, using a modular approach, the policies, procedures, and programs for VDF administrative and personnel matters. This regulation is to be read and interpreted as a stand-alone document. If any provisions of another military service regulation/instruction/order conflict with any provision herein, the provisions of VDFR 600-10 are controlling, except to the extent that it conflicts with controlling statutory or higher headquarters (HHQ) regulatory law.

1-2. References and Replacement

Reference publications are listed Appendix A. This VDFR 600-10 replaces VDFR 600-10 dated OCT 2006. Each Appendix listed above cites those VDF regulations the particular Appendix replaces.

1-3. Commanding General's Intent and Guidance

a. The VDF provides an organized, trained, and disciplined military force to assist the Virginia Department of Military Affairs (DMA) and the Virginia National Guard (VANG) conduct domestic operations in support of civilian authorities, and other Commonwealth of Virginia agencies as directed by competent authority. Accordingly, the VDF must recruit, equip, and administer personnel programs to produce troops ready to meet DMA missions. Personnel management is the backbone for the Force. Regulations must be comprehensive, yet logical and as simple as possible.

b. VDFR 600-10 is a comprehensive treatment of all administrative and personnel management subjects. It uses a modular approach ("Appendixes") to address every administrative aspect of VDF service, from recruitment to separation and retirement. Each Appendix (APDX) will focus on one administration and personnel management aspect, and may refer to other Appendixes, without duplicating other Appendixes' information. Thus, an Appendix can be updated without cascading changes to other Appendixes.

Chapter 2

Administration and Personnel Management

2-1. Positions and Responsibilities

The following actions are routine actions, which may be modified at the CG's, or in his absence, the Deputy Commanding Officer's (DCO) direction.

a. Chief of Staff. The VDF Chief of Staff (COS) will monitor all staff action and will ensure all administrative actions are timely and accurately completed. The COS will further ensure the G1 conducts ongoing review of the Appendixes contained in this regulation.

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b. VDF G1. The VDF Assistant Chief of Staff, Personnel and Administration (G1) – or the Deputy G1 in his absence -- will be the principal coordinator for all administrative, correspondence, and personnel management actions.

(1) The G1 will manage Appendixes creation and review, leveraging subject matter expert (SME) proponents as appropriate. The Appendixes will be in accordance with U.S. Army correspondence letter, rather than regulations, standards, and each follow the same essential construction approach.

(2) The G1, leveraging SME proponents as appropriate, will review and, as needed, revise the Appendixes for currency and accuracy on a rolling four-year basis (approximately a fourth of regulations in the Appendixes per year). Revisions will be staffed to the CG via the COS. VDF personnel may suggest changes in any Appendix via VDF Action Request (VAR) to the G1, per **Appendix D, “Administration and Correspondence Standard Operating Procedures.”**

JUSTIN P. CARLITTI
BG (VA)
Commanding General